

Central Florida Community Action Agency (CFCAA), Inc.

2606 N.W. 6th St.
Gainesville, FL 32609

Monthly Meeting of the Board of Directors

April 28, 2009

Members Present: Brad Nimmo (Chair), Charles Harris Jr. (Treasurer), Pastor Donnell Sanders, Mylonia Viaggio (Secretary), Freddie Warmack, and Mary Lou Wilkerson.

Members Absent: Tina Albritton, Lena Smith, and Dick Tummond

Staff Present: Robert W. Wilford (Chief Executive Officer) (Via Telephone), Casey Harstrom, Peggy Hunsucker, Steve Kruse, and Mark Taylor

Guest: Hilton Galloway, CPA, Carr, Riggs, & Ingram, LLC

I. Notice and Welcome

Mr. Nimmo welcomed those attending the meeting.

II. Call to Order

The meeting was called to order at 3:00 p.m. A quorum was present.

III. Invocation

Pastor Sanders delivered the invocation.

IV. Public Comments

There were no public comments.

V. Approval of Agenda

Motion made by Mr. Harris and seconded by Mrs. Viaggio to approve the agenda.
Motion carried.

VI. Corporate Resolution Re Annual Financial Audit (October 1, 2007 - September 30, 2008) - Hilton Galloway, CPA, Carr, Riggs, & Ingram, LLC

Hilton Galloway presented the FY 07/08 audit. He said that the agency received an unqualified opinion meaning that agency financial statements are prepared in accordance with the generally accepted accounting principles. There were no findings regarding compliance with laws, rules, and regulations regarding the administration of funds. There were also no findings regarding the internal controls that are in place to ensure funds are administered appropriately. There were no material weaknesses or deficiencies. This is the agency's second straight year with no audit findings.

Mr. Galloway also reviewed audit details that he had already discussed with the finance committee. He said that the agency ended the year with \$ 158,000 in cash and \$110,000 of that total is deferred support, consisting of advances that have been received but not yet expended.

Motion made by Ms. Viaggio and seconded by Pastor Sanders to approve a corporate resolution approving the annual financial audit for period October 1, 2007, through September 30, 2008. Motion carried.

VII. Board Training - *Financial Ratio Analysis Techniques*

Mr. Kruse gave a presentation to the board on financial ratios, explaining their function as an aid to managing the agency. He said that the ratios are given to the board each month with the financial statements.

VIII. Approval of March 17, 2009, Board Minutes

Motion made by Mr. Harris and seconded by Mr. Warmack to approve the March 17, 2009, board minutes. Motion carried.

IX. Board Committee Action Items & Reports

A. Executive Committee

Mr. Nimmo said that the Executive Committee did not meet this month.

B. Finance and Audit Committee

Mr. Harris said that the Finance and Audit Committee met prior to the board meeting.

1. Corporate Resolution Re Financial Statements for March

The financial statements which had been reviewed by the Finance and Audit Committee were presented to the board by Mr. Kruse. He said that the financial ratios are all in the

acceptable range. He addressed some problems encountered in printing reports from the Cougar Mountain Software. He said that the contributions booked at the end of March, halfway through the fiscal year, have reached 60% of requirements for in-kind match and 31% of the requirements for cash match.

Motion made by Ms. Viaggio and seconded by Ms. Wilkerson to approve a corporate resolution approving the monthly financial statements for March 2009. Motion carried.

2. Corporate Resolution Re Addition of Drivers to Automobile Insurance Policy

Ms. Hunsucker said that board members may need to drive agency vehicles when traveling on agency related business. Also, the agency has recently purchased a new Ford Explorer for the Chief Executive Officer's use and his wife, Diane Wilford, often travels with him. She said that the finance and audit committee recommended that board members and Mrs. Wilford be added as insured drivers on the agency's automobile insurance policy.

Motion made by Pastor Sanders and seconded by Ms. Viaggio to approve a corporate resolution approving adding members of the Board of Directors, who are licensed and insurable, and Diane P. Wilford, if she is licensed and insurable, to the agency's automobile insurance policy in order to allow these individuals to drive agency vehicles when deemed necessary. Motion carried.

3. Revision of *Financial Policies and Procedures Manual*

There was no report this month.

C. Development and Planning Committee

Mr. Wilford indicated that this committee met prior to the board meeting.

1. Strategic Plan Quarterly Report (for second quarter - January 1, 2009 - March 31, 2009)

Mr. Wilford said that this report will be presented at the May Board meeting.

2. Revision of *Safety Policies and Procedures Manual (SPPM)*

There was no report this month.

D. Nominating & Personnel Committee

Mr. Wilford indicated that this committee met prior to the board meeting.

1. Revision of *Personnel Policies and Procedures Manual (PPPM)*

There was no report this month.

X. Non-Board Committee Action Items

There was no report this month.

XI. Director of Family Services Report

Ms. Harrison was unavailable to give this report. A written summary had been included in the board package.

XII. Director of Weatherization Services Report

Mr. Taylor presented the report to the board. He said that approximately \$111,000 was expended for home weatherization in March. The state has released \$368,000 but is withholding an additional \$300,000. The agency may be getting 6.3 million dollars through the stimulus package and is making plans to hire some additional people.

XIII. Chief Executive Officer Report

A. Florida Association for Community Action (FACA), Inc. Agency of the Year Nomination

Mr. Wilford said that at the recommendation of the board chair he submitted an application for Agency of the Year

B. FACA Volunteer of the Year Nomination

Mr. Wilford said that Mr. Nimmo has been selected as the Florida Association for Community Action (FACA) Volunteer of the Year. This is the second straight year that the agency has received this award. He said that Mr. Nimmo is very deserving of the award having performed great service not only for the agency but for the country as well.

C. Community Action Partnership "*Pathways to Excellence*"

Mr. Wilford described the program and the board and staff committee that will be conducting the self study. It is an eighteen month process and, regardless of whether the agency achieves the award, the self study presents a unique mechanism to improve the agency's effectiveness.

XIV. Other Business

Mr. Nimmo stated that he would like all the board members to make a pledge to the agency if they are able.

XV. Next meeting

Mr. Nimmo informed the board that the next meeting will be held on May 26, 2009, at 3:00 p.m in the Chiefland office. Mr. Wilford stated that there will be no committee meetings in May. The agency will host an open house before the board meeting from 2:00 p.m. to 3:00 p.m. to celebrate National Community Action Month


XVI. Comments from the floor and Announcements

There were no comments or announcements.

XVII. Adjournment

The meeting was adjourned at 4:10 p.m.

These minutes were approved at the May 26, 2009, regular board meeting.



Mylonia Viaggio, Secretary

MAY 26, 2009
Date